

**U.S. DEPARTMENT OF AGRICULTURE**  
Farm Production and Conservation Mission Area  
Business Center  
Washington, DC 20250

<b>FPAC NOTICE</b>	<b>FPAC-N 5090-003</b>
<b>Subject:</b> Fiscal Year (FY) 2020 Fourth Quarter Submission Deadline for Acquisition and Grants and Agreements Divisions	April 29, 2020
<b>Approved By:</b> Robert Stephenson, Chief Operating Officer, Farm Production and Conservation Business Center	<b>Expiration Date:</b> September 30, 2020

**1. PURPOSE**

This notice informs Farm Production and Conservation (FPAC) Mission Area allowance-holders within Farm Service Agency (FSA), Natural Resources Conservation Service (NRCS), Risk Management Agency (RMA), the Business Center, and Foreign Agricultural Service (FAS) of the deadline for submission of requisitions, grants, and agreements during FY 2020.

**2. ACQUISITIONS AND AGREEMENTS YEAREND DEADLINES**

**Background.** To optimize resources and enable workload planning, it is imperative that allowance holders anticipate the required cutoff date requirements and timely submit new requisitions, grants, and agreements appropriately. Timely submissions minimize the high volume of end-of-fiscal-year funding requests, thereby reducing the risk that critical obligations will not be made in FY 2020. The goal is to have all FY 2020 contracts, grants, and agreements obligated by September 25, 2020.

**a. Acquisitions.** Cut-off dates by requirement are listed in the following table.

Type of Requirement	Estimated Amount	Cut-Off Date
Other Than Simplified Acquisition Threshold (SAT) <sup>1</sup>	Greater than \$250,000	
Construction and Architect and Engineering (A&E)		June 3, 2020
All Requirements over the SAT		June 12, 2020
Simplified Acquisition Threshold (SAT)	Less than/equal to \$250,000	
Construction and Architect and Engineering (A&E)		June 3, 2020
All Other Requirements Under the SAT		July 24, 2020
1st Quarter of FY 2021	All Amounts	
Renewals, options (existing contracts), rentals, leases & maintenance agreements		August 14, 2020

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<sup>1</sup> Requirements estimated greater than \$250,000 may require additional processing time due to issues that may impact the award of the contract. Consult the Acquisitions Customer Guide or the contracting team-leads for guidance to ensure ample time is allowed for issuance of the contract.

## 2. ACQUISITIONS AND AGREEMENTS YEAREND DEADLINES (Continued)

- (1) This notice only pertains to services that are provided by the FPAC, Acquisitions Division (AD).<sup>2</sup>
- (2) Receipt of a requisition means a complete requisition package which has received final approval in the Integrated Acquisitions System (IAS) by the budget approver and has been fully routed to the AD, OB Section Chief with the IAS worklist on, or before the cut-off date.  
  
**Note:** Once the requisition is certified by the budget approver in IAS, the requisition is automatically transmitted to the OB for action unless rejected by FMML.
- (3) This notice **does not** pertain to government purchase card transactions because the Department issues the end of year deadlines. For questions concerning government purchase cards, contact your FPAC Business Center (BC) local agency program coordinator (FPAC BC LAPC) below. You may also enter a service request at <https://myfpac.usda.gov>.
  - (a) Alecia Adams (APC) – 301-504-0655, [alecia.adams@usda.gov](mailto:alecia.adams@usda.gov)  
(Backup: Molly Hemstock and Alan Hedding)  
HI, ID, NM, OH, OK, OR, MO, FAS, RMA
  - (b) Molly Hemstock – 785-823-4506, [molly.hemstock@usda.gov](mailto:molly.hemstock@usda.gov)  
(Backup: Alan Hedding)  
CA, WV, WY, ND, SD, NE, MT, FPAC BC, NHQ, Centers, Soils
  - (c) Alan Hedding – 352-338-9580, [alan.hedding@usda.gov](mailto:alan.hedding@usda.gov)  
(Backup: Molly Hemstock)  
CO, IA, IL, IN, KS, MI, MN, WI, AL, AZ, GA, MS, UT
  - (d) Samone Scanlon – 443-482-2919, [samone.scanlon@usda.gov](mailto:samone.scanlon@usda.gov)  
(Backup: Ann Martel)  
CT, DE, MA, ME, NH, AK, AR, KY, NC, LA, TN, VA, WA
  - (e) Roberta (Ann) Martel – 816-926-6260, [roberta.martel@usda.gov](mailto:roberta.martel@usda.gov)  
(Backup: Samone Scanlon)  
MD, NY, NJ, PA, RI, VT, FL, NV, SC, PR, TX
- (4) IAS requisition packages must include all applicable documentation<sup>1</sup> (i.e. statement of work, single source/sole source/limited source documentation, IT acquisition approvals, waivers, clearances, etc.), and be received in the IAS acquisition module by the appropriate contracting office by the cut-off dates listed above.
- (5) To avoid any disruption of service, it is imperative that a requirements package is submitted for renewals, options (existing contracts), rentals, leases, and maintenance agreements by the applicable date above.

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<sup>2</sup> For additional information reference the *Acquisition Division Customer Guide* at [https://usdagcc.sharepoint.com/sites/nrcs\\_mgmt/acquisitionsdiv/procurement/customer/SitePages/Home.aspx](https://usdagcc.sharepoint.com/sites/nrcs_mgmt/acquisitionsdiv/procurement/customer/SitePages/Home.aspx).

## 2. ACQUISITIONS AND AGREEMENTS YEAREND DEADLINES (Continued)

- (6) An emergency request made after the cut-off date must be submitted to the OB Chief. The OB Chief will review the request and evaluate it against existing workload, staff capacity, and proximity to yearend and provide a recommendation to the requiring office. Acceptance and approval of a late request by the OB does not guarantee contract award and funds obligation by the end of FY 2020, but rather best effort and due diligence by the contracting team.
- (7) OB staff will diligently attempt to issue contracts for all requirements, but the need for obtaining contractual data (quotes, vendor data, approvals, SAM-registration, etc.) for last minute requirements may result in the contract not being issued due to insufficient time to award.
- (8) Using existing contracts (Indefinite Delivery, Blanket Purchase Agreements, and General Service Administration Federal Supply Schedules) can expedite the contractual process. A list of pre-negotiated contract vehicles available for purchasing products and services is available at [https://usdagcc.sharepoint.com/sites/nrcs\\_mgmtacquisitionsdiv/procurement/customer/National%20IDIQS%20and%20BPAs/National%20IDIQ%20Contracts%20and%20BPA%27s.aspx](https://usdagcc.sharepoint.com/sites/nrcs_mgmtacquisitionsdiv/procurement/customer/National%20IDIQS%20and%20BPAs/National%20IDIQ%20Contracts%20and%20BPA%27s.aspx).

**b. Grants and Agreements.** Cut-off dates by type of award are listed in the following table.

Type of Award	Cut-Off Date
<b>IAAs</b>	August 31
<i>Submit IAA Requests to Grants and Agreements Division (GAD)</i>	August 1
<i>Complete IAA Draft Agreement Packages</i>	August 31
<b>Opportunities</b>	June 1
<i>Submit all Opportunity Requests to GAD</i>	March 1*
<i>Finalize and Submit Opportunity</i>	March 5*
<i>Review and Approve Opportunity</i>	March 15*
<i>Review the Opportunity</i>	March 15*
<i>Post to eFG or Grants.gov</i>	April 1*
<i>Complete and Post Q&amp;A Document to Grants.gov</i>	May 17
<i>Close Opportunities</i>	June 1
<b>Applications</b>	July 5
<i>Receive and Review Applications via eFG or Grants.gov</i>	June 15
<i>Route Applications to Review Panel, if applicable</i>	June 20
<i>Complete Panel Review Process and Make Selections</i>	July 1
<i>Notify Applicants of Decisions</i>	July 5
<b>New Agreements</b>	July 20
<i>Review Application Packages</i>	July 15
<i>Create Funds Pre-Commitment</i>	July 20
<i>Submit SNOW ticket to GAD for New Agreement Request</i>	July 20
<b>Other Requests</b>	August 31
<i>Amendments, Cancellations, Closeout, General</i>	August 31
<b>Notes:</b>  *For cut-off dates that have already occurred, submission date for all actions will be 45 days from the publication of this notice.	

## **2. ACQUISITIONS AND AGREEMENTS YEAREND DEADLINES (Continued)**

- (1) This notice pertains to guaranteed dates as reflected in the enclosed table for the award of agreements which transfer funds to non-Federal recipients under cooperative agreements and grants or for the transfer of funds between Federal agencies. All approvals are acquired prior to submitting documents for processing.
- (2) The cut-off date for competitive awards of cooperative agreements and grants requires that the completed announcement be posted into Grants.gov to allow applicants at least 60 days to apply and allow time for the review of the applications by the selection panels. Failure to do so will result in an award not being made and the loss of the related annual funding. . Announcement periods of 30-60 days can be approved by the Grants and Agreements Division Director. Announcements of less than 30 days must be approved by the Agency Head.
- (3) Award of agreements using current year funds takes precedence over obligating no-year funded agreements. Therefore, those individuals responsible for monitoring expenditures under their agreements, must ensure timely monitoring and notify the Grants and Agreements Division immediately upon determining there will be excess annual funds.
- (4) When charging cooperative agreement and grant awards to FY 2020 appropriations, the period of performance must begin on or before September 30, 2020.
- (5) When charging interagency agreements to annual appropriations, the requesting agency's funds must be obligated on books of the performing agency on or before September 30, 2020, or the funds will be returned to the requesting agency at which point they will revert to the U.S. Treasury.
- (6) Requests received after the guaranteed dates will be processed on a first-come, first-serve basis and will be processed only if they can be accommodated without adversely affecting work in progress. Further, any agreement requests received after the guaranteed dates will be handled on a "best efforts" basis. Requirements funded with annual appropriations should be submitted before other requirements so we can award these to preclude problems with the annual close. In addition, agreements involving transfer of non-federal funds into the Agency, for the award of FY 2020 funds, or that does not involve the transfer of funds will be placed last in the priority for processing of agreements.

## **SPECIAL INSTRUCTIONS**

This notice replaces FPAC-N 5090-002, Fiscal Year (FY) 2020 Fourth Quarter Submission Deadline, which is now obsolete.

### 3. CONTACTS

#### a. Acquisitions Division

- (1) For questions about the status of an OB-assigned requisition or any other acquisition related questions/concerns, contact your designated OB Section Chief:
  - (a) Section 1 (East Region)  
Chief: Brantt Lindsey at 816-926-1541 or [brantt.lindsey@usda.gov](mailto:brantt.lindsey@usda.gov)
  - (b) Section 2 (HQ and SPEC)  
Chief (acting): Nnenna Njoku at 202-260-9121 or [nnenna.njoku@usda.gov](mailto:nnenna.njoku@usda.gov)
  - (c) Section 3 (Central Region)  
Chief: Nnenna Njoku at 202-260-9121 or [nnenna.njoku@usda.gov](mailto:nnenna.njoku@usda.gov)
  - (d) Section 4 (West Region)  
Chief: Andrew Fiske at 918-873-8022 or [andrew.fiske@usda.gov](mailto:andrew.fiske@usda.gov).
- (2) For IAS/IPP system-related questions, contact Acquisition Analyst Todd Davis at 651-602-7871 or [todd.davis@usda.gov](mailto:todd.davis@usda.gov).
- (3) For questions about cutoff dates, contact APD, Policy, Oversight, and Accountability Branch Chief Heidi Atkinson at 202-690-4860 or [heidi.atkinson@usda.gov](mailto:heidi.atkinson@usda.gov).

#### b. Grants and Agreements Division

For questions about cutoff dates, contact any of the following:

- (1) FPAC-BC Grants and Agreements Division, Grants Management Specialist:  
Duane Barlow at 202-720-1864 or [duane.barlow@wdc.usda.gov](mailto:duane.barlow@wdc.usda.gov)
- (2) FPAC-BC Grants and Agreements Division, Branch Chief:  
Edwin Lewis at 202-690-4565 or [edwin.lewis@wdc.usda.gov](mailto:edwin.lewis@wdc.usda.gov)
- (3) FPAC-BC Grants and Agreements Division, Acting Branch Chief:  
Crystal Blackburn at 202-720-1864 or [crystal.blackburn@wdc.usda.gov](mailto:crystal.blackburn@wdc.usda.gov)
- (4) FPAC-BC Grants and Agreements Division, Branch Chief:  
Denise Burruss at 804-287-1630 or [denise.burruss@wdc.usda.gov](mailto:denise.burruss@wdc.usda.gov)
- (5) FPAC-BC Grants and Agreements Division, Acting Branch Chief:  
Sundii Johnson-Phillips at 202-720-1864 or [sundii.johnson@wdc.usda.gov](mailto:sundii.johnson@wdc.usda.gov).

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